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	OFFICE OF GENERAL SHEWYYORS	matteri Contraction
	REPORT OF OPERATIONS	RETURN TO (weekly)
		RECORDS MANAGEMENT
TO :	Chief, General Services	ADMINISTRA
FROM :	Chief, Records Management & Distribution H	Branch
SUBJECT:	Weekly Report of Operations for the peril 1953	iod ending
Α.	Personnel On Duty	Vacancies In Process
	Office of Chief Rcds. Mgt. Section Rcds. Center Section Mail Control Section 1. No. on leave three days or more: Records Mgt. Section- 0	0 0 5 7 1 2 0 22 31
	Mail Control Section- 1 Records Center Sec 0	
	2. No. on special detail out of office Records Mgt. Section- 1 Records Center Section- 0 Mail Control Section- 1	2 . How long?
	3. Where: One Records Analyst to Jackso One man in Transportation Div	
	4. No. pending resignation, transfer and Records Management Section- 1 Records Center - 1 Mail Control - 16	or reassignment:
	5. Specific cases on item 4 not in previ	ous reports.

6. New applicants interviewed _____. Recruited by Personnel__ Recruited by this office_____.

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		<u> </u>	CONFIDENTIAL	A a r win it is a said	
			Security Information	This Week	Average Week 1st 6 Months
1.	Microf	ilming			
_,		es filmed-Rotary Camera Flat-bed Camer	'8	14 ,613 5,609	21,300 13,000
_			· · ·		
2.	Records received for processing				
		nd storage rences to record materia	1	54	220
		rences to record materia rds material destroyed	L	128 54	ريم
	2.000	in material according		<i>)</i> 4	
3.	Supple	mental Distribution Cent	er		
	a.	New material for stock:			
		Information Reports	•	916	549
		Intelligence Reports		48	63
	b.	Supplemental Distributio	on:		
		Information Reports		416	229
		Intelligence Reports		118	160
		Notices		1	54
		Regulations		19	145
		Others		1	5
	c.	Initial Distribution:			
		Notices		C	3.8
		Regulations		දි ද	1.8
		Others		2	•3
4.	Mail A	ctivities			
	a.	Post Office Mail			•
		Incoming		5,504	5,150
		Outgoing		6,213	6,550
	b.	Postage expended		€ 802.37	€ 77 5 . 00
	c .	Scheduled Courier trips		239	230
	d.	Special Courier trips		99	33.4
	e.	Inter-agency mail by Cou	rier		
		Incoming		1,176	77 C
		Outgoing		2,045	1,275
	f.	Personnel actions:			
		Recruitments		1	· ·
		Separations		ī	
	. g. 1	Use of Motor Pool Vehicl	Ad		
	D • '	Available	٠	15	_
		Available but delayed	COMMINIA	1 3	
		Not Available		3 2	•
			Somety information		

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